

## **Frequently Asked Questions:**

**What is adjunct/dual enrollment/eLearning faculty?** These are instructors who may or may not be employed as full-time status with another entity, but teach one or more classes for MDCC. They also maintain some type of office hours, whether they hold online discussion groups, or make themselves available before and after classes. Adjunct/dual enrollment/eLearning faculty are limited to teaching no more than nine semester hours.

**What is part-time faculty?** These are MDCC full-time employees who have other responsibilities but also teach classes.

### **How is the pay computed for adjunct/dual enrollment and part-time?**

MDCC pays \$1,300 per 3 contact hours for fall and spring terms and \$1,400 per 3 contact hour for courses taught during the summer term. Adjunct/Dual Enrollment/eLearning instructors are paid on a sliding scale using the previous formula, but taking into account the enrollment for each course taught. Once the enrollment reaches 12 students, the full \$1,300/\$1,400 is paid. Contact Brenda Bridgers, eLearning Coordinator, if you need an explanation of your pay if you are being paid on a sliding scale.

**Note: All adjunct/dual enrollment/eLearning faculty will fill out a “Class Load Form” which will be provided by your division chairman. Fall overloads are paid in four (4) monthly increments beginning at the end of September, and spring payments are made in four (4) monthly increments beginning at the end of February. Inter-sessions as well as summer payments are divided according to the various terms and may be prorated if the term has not been completed. (ex. If a summer term has two weeks in June and one in July, the instructor will be paid 2/3 of the amount at the end of June and the remainder at the end of July).**

**How is travel compensated for adjunct/dual enrollment?** Travel mileage is compensated up to a maximum of 80 miles per day for travel at the federal mileage rate for a round trip from your residence to the MDCC location (currently \$.535). A Travel Voucher (see enclosed sample) should be completed by the instructor. Please fill out the front **AND** back of the form. Be sure to include the CRN, Course Number, Section Number, Name and where you are traveling from on the back. (CRN 10000 CSC 1123-02 Computer Apps I Indianola to GHEC and return. This should be turned in **MONTHLY AND SHOULD BE COMPLETELY FILLED OUT.**

**Who is my direct supervisor?** Each faculty member is part of a team of professionals within a division. Each division has a chairperson who serves as the administrator of that area. The Division Chairs, the Dean of Career-Technical and Adult Education, and the Dean of Health Sciences are responsible for all areas of education and training within their respective divisions.

**Why is it important to begin and end my class on time?** Each course carries a specific amount of minutes which correspond to the proper credit for completing that course. It is important that each class period reflect those minutes. Part of the education of our students is preparing

them to enter the business arena. Proper work ethics demand that the criteria for each course are met by both faculty and students.

**What needs to be included in my syllabus?** Each course taught should have an updated syllabus posted on Canvas for use by students in that course. The instructor is responsible for using the common template provided by the Division Chair. Contact information for the instructor needs to be provided as well as office hours, grading criteria, academic integrity statements for the course/division, attendance requirements, and policies held by the individual instructor as long as those policies do not conflict with the policies of the institution. It is valuable for a faculty member to cover the policies the first few days of class. Students need to know the requirements for each course as well as the consequences for not meeting those requirements.

A significant challenge that all employees face is that of providing training in “soft skills” for students. Each instructor needs to strive to present the value of academic discipline, integrity, appropriate dress and demeanor, and effective communication skills touting the result as success for the student, not as a list of rules that are mandated. Positive communication results in positive results.

**Do I have to use Canvas?** There are several items that are required to be posted on the Canvas home page. These include:

- Instructor name
- Contact information
- Office hours
- Syllabus
- Grades (even for paper assignments/tests)

The use of Canvas for anything else is up to your discretion.

**What do I do if I have to be absent from class?** All instructor absences need to be communicated to the **Division Chair** over that area. If an instructor suddenly becomes ill or cannot make it to a day or evening class, he/she needs to call the Division Chair as well as the Center Director (if the location is not the main campus). If neither of these can be reached, please call Teresa Webster at 246-6317 (office) or 299-7709 (cell). Unreported absences are **INEXCUSABLE**.

**Why is recording attendance on a daily basis important?** MDCC receives payments from the State depending on full time enrollment. At any given time, the school needs to know who is present in each class. It is imperative that instructors check rolls carefully to designate who truly is supposed to be attending. **See the separate handout on attendance for complete information on cuts, withdrawals, and no-shows.**

**What contact information does MDCC and my students need from me?** Each Division Chair, Off-Campus Directors, and the Office of Instruction need to be able to contact any faculty member within a 24 hour period. We request that faculty check their MDCC email **daily**, since this is the common method of communication utilized. If you like, you can go into your MDCC email and forward that email to another account. Work numbers are also helpful as well as cell numbers, if a faculty member does not object to providing this information. MDCC does not provide any phone numbers to non-MDCC personnel other than MDCC office numbers.

**When do I call the police for disturbances in my class?** Each instructor is responsible for maintaining a professional learning environment. Most behavior problems fall into the category of classroom management and should be handled as such. If students demonstrate threatening or serious disruptive behavior, the instructor should call for campus police; otherwise, the instructor should meet with the student after class and demand a change of behavior. An instructor should not allow a student to cause disruption in the learning environment. He/she has the right to prevent a student from returning to class. If the same student continues to cause disruption, please notify Dr. Ed Rice, Vice President of Student Services. Please document all behavior in order for Dr. Rice's office to have some idea of the problem this student is causing. All instructors are fully supported in their maintenance of a professional college classroom.

**What can I do about cell phone use by students?** Students should not have cell phones ringing in class, nor should students be allowed to text during a classroom session. No student should be allowed to have a cell phone or other electronic device at his/her desk when involved with graded work. Students need to notify instructors if they are concerned about an emergency due to illness of a family member, etc. MDCC has a cell phone policy. **Instructors should be on high alert with students possibly using cell phones AND smart watches to look up answers to questions on tests.**

**What if a student cheats, plagiarizes, etc.?** As stated in the information on the syllabus, each faculty member needs to have his/her own statement concerning academic integrity. It is important that student grades accurately reflect the work of the enrolled student. Instructors need to make it clear to students what constitutes academic integrity and what deviates from that attribute. Many students truly do not come to MDCC with that clarification. You need to have a cheating policy in your syllabus clearly stating the consequences. Both the Division Chair and the Vice President of Instruction will fully support the highest standard of academic integrity.